

City of Pensacola
Westside Redevelopment Board
Rules and Procedures*

Section 1. Creation and Purpose of Westside Redevelopment Board

- (A) **Creation.** The creation of the City of Pensacola Westside Redevelopment Board, hereinafter referred to as the "Westside Redevelopment Board", is authorized by Ordinance Number 33-14.
- (B) **Purpose of the Board.** The Westside Redevelopment Board shall have the following responsibilities:
1. To prepare and recommend to the City Council five-year implementation plans for the implementation of the Westside Community Redevelopment Plan.
 2. To prepare and recommend to the City Council an annual list of projects for funding from the Westside Redevelopment Trust Fund.
 3. To monitor progress in the implementation of the Westside Community Redevelopment Plan and to make an annual report to the City Council on such progress.

Section 2. Membership, Term of Office and Officers

- (A) **Membership.** The Westside Redevelopment Board shall consist of seven (7) members.
- (B) **Term of Office.** Members of the Westside Redevelopment Board shall serve for terms of three (3) years or thereafter until their successors are appointed. Any member of the board may be removed from office during the three-year term for just cause by the City Council upon written charges and after public hearing. Any vacancy occurring during the unexpired term of office of any member, except the association representative, shall be filled by the City Council for the remainder of the term. Such vacancy shall be filled within thirty (30) days after the vacancy occurs.
- (C) **Officers.** The board shall elect a chairperson and a vice-chairperson from among its members for a term of one (1) year, with eligibility for reelection. Officers will be elected at the initial meeting of the board and in May of each subsequent year to coincide with term expiration date of April 30.

Section 3. Meetings

- (A) **Regular and Special Meetings.** The board shall hold regular meetings at intervals determined by the Board, but no less than four times a year. Special meeting may be called by the chairperson for the consideration of business before the Board. All regular and special meetings of the Board will be open to the public.
- (B) **Agenda.** The following procedure is established for agenda preparation for regular meetings:

**Amended July 25, 2017*

- a. The agenda shall be prepared by CRA staff.
 - b. Board members desiring agenda items shall make the request to CRA staff at least three (3) weeks prior to the meeting.
 - c. A copy of the agenda and all supporting data available shall be provided to the Board and the public at least three (3) days before the meeting. In case of a Special or Emergency Meeting the agenda and supporting data will be provided as soon as it is available.
- (C) **Meeting Records.** A written record of the proceedings of the Board shall be kept showing its action on each item considered, and filed in the office of the CRA Administrator.
- (D) **Quorum.** Four (4) members of the Board shall constitute a quorum, and the affirmative vote of a majority of the members of the quorum will be necessary for any action thereof. The method of voting may be verbal, a show of hands or, if requested by a Board member, by roll call. No Board member present at a meeting may abstain from voting except when there is or appears to be, a possible conflict of interest.
- (E) **Conflicts of Interest.** Any member of the Board who may have a conflict of interest on any item that is on the agenda shall voluntarily excuse himself or herself and refrain from discussing and voting on said item. In such cases, said member shall comply with the disclosure requirements of state law.
- (F) **Robert's Rules of Order** will serve as a guide for parliamentary procedures in the conduct of all Board meetings.
- (G) **Order of Business.** The order of business on a Board agenda shall generally be:
- 1. Call to Order
 - 2. Roll Call and Determination of Quorum
 - 3. Approval of Minutes
 - 4. Old Business Items
 - 5. New Business Items
 - 6. Reports and Announcements
 - 7. Board Member Comments
 - 8. Open Forum
 - 9. Adjournment
- (H) **Public Input.** The public is permitted to speak on any agenda item, limiting their discussion to three (3) minutes per speaker. Time limit for public input may be changed at the discretion of the chairperson. All comments shall be directed to the chairperson.
- (I) **Attendance.** Any Board member which is absent for two (2) consecutive Board meetings may be considered for removal by action of the Board.

Section 4. Amendment of Rules and Procedures

Amendments to these rules and procedures shall require the affirmative vote of at least a majority of Board members.